

C I A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

1758

To :

From : Acting Chief, Records Management Staff

Subject: Measuring Effectiveness of the Records Management Program

1. At our Area Records Officers' meeting on 18 June, we did not conclude whether or not your annual report on records disposition activity would cover the volume of records on hand at the end of the fiscal year.

2. Since a showing of hands at the meeting indicated that this information could be furnished, and inasmuch as this data is essential to measuring program effectiveness, I would appreciate its inclusion in your report. Accordingly, the report should cover:

- a. Cubic feet of records on hand at the beginning of the fiscal year.
- b. Cubic feet of records disposed of during the fiscal year. (Do not include records disposed of by the Records Center.)
- c. Cubic feet of records on hand at the end of the fiscal year.

The former submission date for this report is extended to 15 August 1958.

3. Another element essential to measuring records disposition effectiveness is an inventory of record keeping equipment. Accurate knowledge of the volume, types, and locations of equipment will also provide a basis for controlling equipment utilization and planning your move to the new building.

4. For these reasons I would suggest that you physically inventory your record keeping equipment as soon as practicable. You may find it desirable to do this as you measure your volume of records holdings. Additional copies of the attached tally sheet are available.

C I A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

C I A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

5. With the help of Area Records Officers, the Records Management Staff hopes to have compiled by 1 January 1959, a complete inventory of all record keeping equipment used in headquarters. Thereafter, it will be a simple matter to maintain a perpetual (or "book") inventory based on issues and turn-ins of equipment. Your help will be needed in two ways:

- a. An initial report of your equipment inventory between now and 1 January.
- b. An annual statement of the number and types of equipment issued or turned-in, as part of your fiscal year records disposition report.

6. Please let me know if we can assist you in compiling the inventory I've described.

STATINTL



Attachment:
Equipment Inventory Tally Sheet

C I A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

16 Oct. 51

25X1A

<u>SAFE</u>		<u>NON SAFE</u>
ORR & PIC	737	1983
██████████	57	110
OCR	1148	1184
OP	361	296
GEN COUNSEL	23	1
OTR	403	150
OL	377	245
OSI	339	42
CONTACTS	74	139
AUDIT	15	1
OBI	83	26
SOVMAT	5	0
ONE	57	12
MEDICAL	49	16
	<u>3728</u>	<u>4205</u>

No Reports Received From: Comptroller, Security, FDD, Commo, OCI and DDP. (Reports expected within a week.)?

DDP 3192 ✓
 1720
 1263

RECORDS CENTER

RECORDS HOLDINGS AND DISPOSAL ACTIVITY FY 1958 (Cubic Feet)

Organizational Component	Total Volume of Records Holdings as of 30 June 1958	Records Accessioned FY 1958	Records Destroyed FY 1958	Records Returned to Originating Office FY 1958
DCI	33	10	--	--
DD/S Area Summary	8,683	1,718	575	212
DD/S Office	42	12	--	--
General Counsel	23	6	--	--
Audit Staff	29	16	--	--
Management Staff	125	21	--	1
Medical Staff	270	55	--	34
Communications	36	7	--	2
Comptroller	4,416	816	344	149
Logistics	2,467	377	211	--
Personnel	804	292	1	2
Security	107	17	--	--
Training	324	99	19	24
General Service	40	--	--	--
DD/I Area Summary	10,432	2,876	518	110
DD/I Office	7	3	--	--
OCR	7,898	2,167	396	63
ORR	724	183	85	26
ONE	62	23	--	--
OCI	155	55	--	12
OSI	231	75	13	9
OO	1,204	370	24	--
OBI	150	--	--	--
OIC	1	--	--	--
DD/P Area Summary	5,596	2,596	185	3,504
TOTAL VOLUME	24,744	7,200	1,278	3,826

VOLUME of RECORDS REPORTED BY INDIVIDUAL COMPONENTS

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1958

COMPONENT	ON HAND BEGINNING FY58	DISPOSED DURING FY58	TRANSFERRED DURING FY58	ON HAND ENDING FY58
COMPTROLLER	3755	427	816	3389 ✓
ONE	349	298	23	382 ✓
OSI	2159	140	85	2704 ✓
AUDIT	63	8	12	47 ✓
OBI	1316	400	—	1320 ✓
STATISTICS	21	2	3	19
FDD	3028	188	—	3920
[REDACTED]	1274	782	—	1296
LOGISTICS	3014	301	381	4885
PERSONNEL	2575	—	292	3220
MEDICAL	605	20	55	591
GENERAL COUNSEL	608	1	6	646
SECURITY	5700	175	17	6252
OCR	35,801	616	2,167	34,688
OO/C	(H) 1,360 (A) 1,838	(H) 54 (A) 324	370	(H) 1,458 (A) 1,818
OTR	5637	399	99	5020
ORR	24,496	1108	183	24,927
PIC	1,320	34	—	5,184
DDP	2,1450	5,299	1,116	44,740
OCI	3,057	384	55	2,772
	119,436	10,960	5,610	149,178

This figure is not the volume returned to the center, but is the volume that has been at the RC and destroyed.

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See DDIP RO's report of 30 Oct 1958

Records Disposition for Fiscal Years 1957 & 1958 FIGURES TAKEN FROM ANNUAL INVENTORY REPORTS AND RECORDS CENTER ANNUAL REPORT

ORGANIZATION	ON HAND BEGINNING FY 57	ON HAND ENDING FY 57	DISPOSED OF FY 57	DISPOSED OF FY 58	TRANSFERRED OUT FY 57	TRANSFERRED OUT FY 58	ON HAND ENDING FY 57	ON HAND ENDING FY 58	PERCENTAGE ON HAND (FY 57)	RECORDS CENTER HOLDINGS FY 57	RECORDS CENTER HOLDINGS FY 58
<u>III Deputy Director (Support)</u>	20300	23870	88X	1337	2057	1718	24697	24286	-1%	8725	8686
Deputy Director	54	57				12	57			30	42
Commercial Staff		24					24	30	+25%		
Office of Communications	2004	2054	15			7	2054	No Report		31	36
Office of Training	5643	5867	708	229	214	28	5367	5020	-6%	268	324
Office of Comptroller		3755		427	881	616	4414	3389	-24%	4093	4416
Office of General Counsel HEADQUARTERS COUNSEL (1)	602	608		1	12	6	608	646	+6%	20	23
							28	46	+64%		3
Office of Personnel	2910	2515			251	292	2575	3220	+25%	815	804
Management Staff	146	146			110	21	148	16	+8%	115	165
Mexican Staff	563	605	19	20	63	58	605	591	-2%	249	270
Office of Security	5420	5700	95	175	84	17	5700	6250	+9%	90	107
Office of Logistics	2783	3014		301	410	377	3014	4885	+62%	2801	2467
Audit Staff	74	63	12	8	8	16	63	47	-35%	13	29
<u>IV Deputy Director (Trans)</u>	21450	21450		5299	400	1116	21450	22742	+74%	6659	5596
Deputy Director	21450	21450		5299	400	1116	21450	22742	+77%	6657	5596

(1) Transferred to OGC Sept 58

RECORDS DISPOSITION FOR FISCAL YEARS 1957 & 1958

ORGANIZATION	FIGURES TAKEN FROM ANNUAL INVENTORY REPORTS AND RECORDS CENTER ANNUAL REPORT	ON HAND BEGINNING FY57	ON HAND ENDING FY57	DISPOSED OF FY57	DISPOSED OF FY58	TRANSFERRED WITHIN FY57	TRANSFERRED WITHIN FY58	ON HAND BEGINNING FY57	ON HAND ENDING FY57	ON HAND BEGINNING FY58	ON HAND ENDING FY58	PERCENTAGE ON HAND (+ or -)	RECORDS CENTER HANDING FY57	RECORDS CENTER HANDING FY58
<u>OFFICE OF THE DIRECTOR</u>		292	292					10	292	292			20	301
DIRECTOR OF CIA														
DEPUTY DIRECTOR OF CIA														
EXECUTIVE REGISTRY		103						103	103	103			12	12
CHIEF SECRETARIAT		177						177	177	177				
ASST'S TO THE DIRECTOR														
SA TO THE DIRECTOR		6						6	6	6				
HISTORICAL STAFF														
SA TO DIRECTOR FOR PLANNING AND DEVELOPMENT													7 *	17
INSPECTION GENERAL		6						6	6	6			1	1
TOTAL		99486	98630	2953	10682	3168	7213	120610	147719	147719		+25%	22648	24744

* 7' OCB RECORDS

(1) FIGURES BASED ON RECORDS CENTER SCHEDULES

Reddy B.

RECORDS DISPOSITION FOR FISCAL YEARS 1987 & 1988
 FIGURES TAKEN FROM HANDIN INVENTORY REPORTS AND RECORDS CENTER ANNUAL REPORT

ORGANIZATION	ON HAND BEGINNING FY87	ON HAND ENDING FY87	ISSUED OR DISPOSED OF FY87	DISPOSED OF FY87	REMOVED DURING FY87	REMOVED DURING FY87	REMOVED DURING FY87	REMOVED DURING FY87	PERCENTAGE CHANGE (+ or -)	REMOVED DURING FY87	REMOVED DURING FY87
<u>DEPUTY DIRECTOR (INTELLIGENCE)</u>	57444	73010	3071	4006	711	2889	74211	78601	+15%	8184	10952
Deputy Director	105	105			4	2	105			4	7
Office of National Estimates	344	349	227	298	14	23	349	282	-24%	39	62
Office of Scientific Intelligence	2860	2159	587	140	93	85	2159	2704	+25%	178	23.1
Office of Research Reports	21509	25821	929	1142	207	183	25829	35151	+16%	652	724
Office of Current Intelligence	1857	3557	314	314	107	55	3557	2072	-9%	112	155
Office of Central Reference	27269	35863		616		2167	35863	*24688	-3%	6190	7598
Office of Operations	29	27	2		2		27	2	+14%	13	19
SOJMMT Staff	24	21	2	2	6	3	21	17	-9%	6	5
[REDACTED]	1122	1274	266	572	27		1274	1296	+11%	193	227
ADD	2876	3225	153	188	31		3229	3920	+12%	20	80
Contractors		1360	48	54	195	270	1360	1458	+6%	626	227
Office of Basic Intelligence		1316		400			1316	1320	+	150	150

ILLEGIB

DISPOSITION ANALYSIS OF AGENCY RECORDS
as of October 1958

ILLEGIB

Organization	Destroy in Office	Books	Retire in Records Center			Permanent	Total
			0-5 yrs.	5-10 yrs	10-Indef		
DGI							
Executive Registry	40.6	3.6				63.3	107.5
Operation Coordination Board						19.8	19.8
Inspector General	1.5					7.0	8.5
Cable Secretariat	162.8					14.4	177.2
Planning & Development Staff						7.0	7.0
	204.9	3.6				111.5	320.0
IDS							
Office of IDS	36.6				.2	20.2	57.0
Audit Staff	25.3					35.6	60.9
Commercial Staff	10.6	9.0	1.7		1.8	.5	23.6
Communications	1000.0*				849.0*	205.0*	2054.0
Comptroller	1400.0*		916.0*	500.0*	1500.0*	1079.0*	5395.0
General Counsel	12.5	532.0			4.8	32.1	581.4
Legislative Counsel	14.0		30.3	6.0		10.6	60.9
Logistics	1659.9	97.0	495.6	135.6	233.4	62.9	2684.4
Warehouses	228.0						228.0
Management Staff	88.6	1.0	18.8			42.4	150.8
Medical Office	60.0	52.0	15.9		421.1	14.2	563.2
Personnel	880.1	103.5	143.8	6.2	1227.1	77.5	2438.2
Credit Union	9.7		18.9			20.1	48.7
Security	568.2				2712.9	35.7	3316.8
Training	3210.4	1809.2*	153.5		132.5	57.3	5362.9
	9203.9	2603.7	1794.5	647.8	7082.8	1693.1	23025.8

*Estimates
Includes Visual Aids

DISPOSITION ANALYSIS OF AGENCY RECORDS
as of October 1958

	Destroy in Q13 66	Books	Retire in 05 yrs.	5-10 yrs.	Records Center 10-Indef.	Permanent	Total	
DDI								
Office of DDI	56.8	18.0	2.3		.1	28.3	105.5	
Basic Intelligence	482.3	40.0	176.0			55.0	753.3	
Central Reference	5055.0	10927.8 ^x	735.9	707.9	9077.5	465.8	26969.9	
Current Intelligence	1407.8	112.0	223.0		22.5	91.7	1857.0	
National Estimates	230.9	56.5	.3		3.4	40.5	331.6	
STATSPEC Office of Operations								
Asst. Director	5.3	8.0			.4	17.3	31.0	
Contact Division	573.3	140.0	70.7	.3	695.5	48.8	1528.6	
	601.4	104.0	39.5		170.0	217.8	1132.7	
FDD	524.8	1731.0 ^x	6.4			204.3	2466.5	x Includes Newspapers and Periodicals
Sovmat	7.2	2.0	11.3		.1	2.6	23.2	
Photo Intelligence	131.4	18.0	4.0			.6	154.0	
Research and Reports	19407.9	690.8	385.3	14.9	4.7	1011.4	21515.0	
Scientific Intelligence	2071.3	332.2	158.2	4.2	5.2	137.0	2708.1	
	30555.4	14180.3	1812.9	727.3	9979.4	2321.1	59576.4	
Totals								
DCI	204.9	3.6				111.5	320.0	
DDI	9203.9	2603.7	1794.5	647.8	7062.8	1693.1	23025.8	
DDI	30555.4	14180.3	1812.9	727.3	9979.4	2321.1	59576.4	
	39964.2	16787.6	3607.4	1375.1	17062.2	4125.7	82922.2	